



MINUTES



CITY OF HUNTINGTON BEACH PUBLIC WORKS COMMISSION SEPTEMBER 16, 2009

**Call to Order/
Pledge of Allegiance:** The meeting was called to order at 5:00 p.m. by
Chairman McGovern, who led Commissioners and the
audience in the Pledge of Allegiance to the Flag.

Commissioners Absent: Commissioners Kirkorn and Siersema

Commissioners Present: Commissioners Herbel, McGovern, O'Connell, Rivera and
Spencer were in attendance.

Others Present: Travis Hopkins, Director of Public Works
Joan Flynn, City Clerk
Bob Stachelski, Transportation Manager
Linda Daily, Project Manager
Joyce Greene, Administrative Assistant

PRESENTATIONS-COMMENDATIONS

None

OATH OF OFFICE

City Clerk Joan Flynn administered the Oath of Office to newly selected Commissioner Tom Herbel.

Commissioner Herbel was welcomed by the Commissioners and staff.

MINUTES

Motion by Commissioner Spencer, seconded by Commissioner O'Connell to approve the minutes of August 19, 2009.

VOTE: The motion carried.
AYES: 3
NOES: 0
ABSENT: 2 (Kirkorn, Siersema)
ABSTENTIONS: 2 (Herbel, Rivera)

C-1'

ORAL COMMUNICATIONS

None

DIRECTOR'S ITEMS

- G-1. City of Huntington Beach Strategic Plan – Travis Hopkins provided an overview of the meeting and the strategic planning process to the Public Works Commissioners. Twice each year, the city holds a strategic planning retreat with elected officials, the City Administrator, the two Deputy City Administrators and all directors participating. The mission statement, core values, and three-year goals for the city are developed. Each month the City Council reviews the strategic plan with updates on how the goals are being met.

Chair McGovern asked if city infrastructure is discussed at the retreat. Travis Hopkins responded by providing information on what areas were discussed which included city-owned block walls. The city is investigating deeding over the existing city-owned block walls to the adjacent property owners. There are many components to the process that are being reviewed by staff. A report is to go before City Council in late October.

At the request of the Public Works Commission, the information available for the October 21, 2009 meeting will be presented and then a follow up will be given at the November meeting with the information as presented to City Council.

INFORMATION ITEMS

- H-1. Active Capital Projects Report – Travis Hopkins presented the updates this month on Capital Improvement Projects (CIP) that had significant changes during the past month and then asked the Commission for any questions.

Commissioner Spencer stated he was receiving calls from residents reporting a stench in the Los Patos area. Travis Hopkins responded decaying vegetation issue in the adjacent wetlands seems to be affected by the incoming and outgoing tides. Mr. Hopkins stated he will have staff follow up on the inquiry and see if the cause can be determined. If the odor is coming from the wetlands area the city does not have jurisdiction.

Commissioner Rivera inquired of the Newland project and the completion date being extended to December. Travis Hopkins responded the majority of the work is complete, however, there had been some delays with the multiple utility companies each installing its portion of underground utilities and the contractor requesting to delay any construction during the past rainy season. The balance of the work to be completed is grading and sewer on Edison Way.

C-1²

Commissioner Rivera inquired if there are any shower facilities in the beach bluff top restrooms with Travis Hopkins responding there are no shower facilities. These are restroom/toilet facilities only.

Commissioner Herbel inquired of the Heil Pump Station Rebuild and any grant funding with Travis Hopkins responding the city appropriated funds are not in jeopardy.

Chair McGovern inquired if stimulus funds are readily available. Linda Daily responded with the explanation funds must be expended and then the city submits for reimbursement of stimulus funds and grant funds.

Commissioner Herbel then commended staff on the Magnolia paving project stating the street is now a much safer passage and a project well done. Chair McGovern supported Commissioner Herbel's comments.

H-2. Upcoming City Council Study Sessions – Travis Hopkins reviewed the list of upcoming study sessions noting there are currently no Public Works related topics scheduled.

H-3. Infrastructure Debt Services Schedules – Linda Daily presented the item that is the debt service used in the infrastructure calculation. Details of four items that comprise the debt service were provided to the Commissioners.

ADMINISTRATIVE ITEMS

I-1. Installation of Transit Shelters at the Pacific Coast Highway Transit Center between 1st Street and Huntington Street – Travis Hopkins requested the item be postponed to a later date. He explained the project is being revamped. Bob Stachelski then provided details on why the request to postpone the project. The location is in the coastal zone and requires Coastal Commission approval. The previously Coastal Commission approved project, which was also approved by the Public Works Commission, came in with substantially higher bids than estimated. Post-bid analysis identified the components contributing to the higher costs.

The project went to Design Review Board on September 10, 2009, and received Zoning Administrator approval on January 14, 2009 and now must go to Coastal Commission. Mr. Stachelski expects the item will not come before the Public Works Commission until the November meeting. The Commission agreed to postpone the item.

- I-2. Amend 2009/10 CIP – Add Safe Route to School Grant Project - Bob Stachelski presented the staff report. City Council has approved the 2009/10 budget and Capital Improvement Projects (CIP). Staff is requesting to amend the 2009/10 CIP to include this project.

The city had applied for funding for this project and did not learn until August that it had been approved for funding. With an August approval, there was not enough time to bring the project to the Public Works Commission, Planning and the City Council in time to be included in the 2009/10 CIP approval. Delaying the project until the 2010/11 fiscal year could jeopardize the funding from Caltrans. Therefore, staff is requesting an amendment to the CIP. The project will include 15 ADA ramps, signing and marking improvements.

Commissioner Herbel inquired when construction would begin. Mr. Stachelski responded the project will go through design and the approval process with construction expected to begin next summer.

Motion by Commissioner Rivera, seconded by Commissioner O'Connell to recommend to the City Council the amendment of the 1009/10 Capital Improvement Program to add the Spring View Middle School Safe Route to School project with an overall budget of \$341,000 and identified funding of \$306,900 through the Safe Route to School Grant program and \$34,100 in Gas Tax funds.

VOTE: The motion carried.
AYES: 5
NOES: 0
ABSENT: 2 (Kirkorn, Siersema)
ABSTENTIONS: 0

- I-3. Memo to the Charter Review Commission on Suggested Revisions to Charter Section 617 – At the August Public Works Commission Meeting, Chair McGovern and Vice Chair Siersema volunteered to draft a letter to the Charter Review Commission on behalf of the Public Works Commission expressing their concerns over the policy of including debt service for new infrastructure as part of the Charter required 15% infrastructure improvements and maintenance. Chair McGovern thanked Travis Hopkins and Linda Daily for their assistance in the drafting of the letter.

The content of the memo was then discussed by the Public Works Commission. Travis Hopkins explained Section 617 of the Charter will be reviewed by the Charter Review Commission in February 2010.

Chair McGovern shared he had spoken with Richard Harlow, Chair of the Charter Review Commission to inform him the letter would be forthcoming. Chair Harlow recommended the letter be kept simple and sent to the Charter Review Commission in November. Chair McGovern also encouraged each Public Works Commissioner to speak with their appointing City Council Member expressing the concerns of the Public Works Commission.

Chair McGovern then requested each Public Works Commissioner review the draft letter presented this evening and submit any recommended revisions to Travis Hopkins for inclusion and the letter be brought back to the October Public Works Commission Meeting to be finalized.

WRITTEN COMMUNICATIONS

None

COMMISSIONER COMMENTS

None

ADJOURNMENT

The Public Works Commission adjourned to the meeting date of Wednesday, October 21, 2009, 5:00 p.m., City Council Chambers. The meeting adjourned at 6:02 p.m.

John McGovern
Chair


Joyce A. Greene
Administrative Assistant